# Canon 8800F Scanning Instructions

The scanner is located in the 1st floor across from the Technology Center. It does not have an Internet connection.

You will need to log in using your name and Library Card barcode number. Time is limited to 60 minutes. You can print your scans directly to the printer using the Library's printing process. If you want to save them to attach to an email, you will need a USB flash drive or floppy drive.
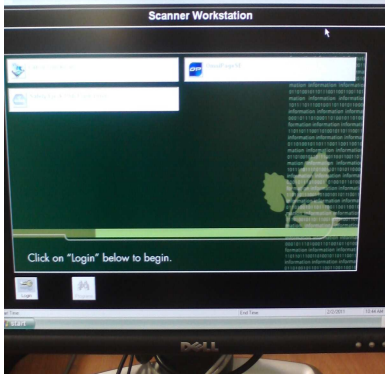

I. Canon Quickscan – For scanning photos, images or documents into pdf or jpeg formats (page 2)

II. Omnipage SE – For scanning documents to use in MS Word (page 8)

Placing the Original Material on the Scanner

1. Lift the scanner cover and place the document face down on the platen glass.
   If scanning a single document, position the document against the upper right corner of the glass, indicated by an arrow.
   If scanning several small documents (for example photos), leave at least 1cm from the edges of the glass and between documents.
2. Carefully place the cover back down.
3. Login to the scanning station
4. Select the Canon Quickscan (for photos, images, docs to convert to pdf or jpeg) on the desktop or the Omnipage SE (to edit documents in MS Word).
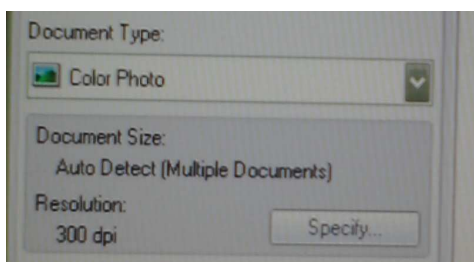
I.   Canon Quickscan – For scanning photos, images or documents into pdf or jpeg formats
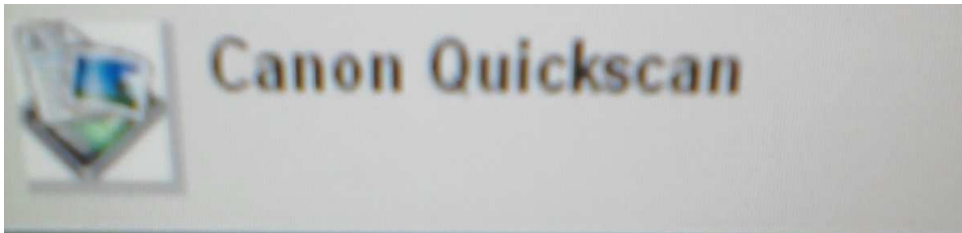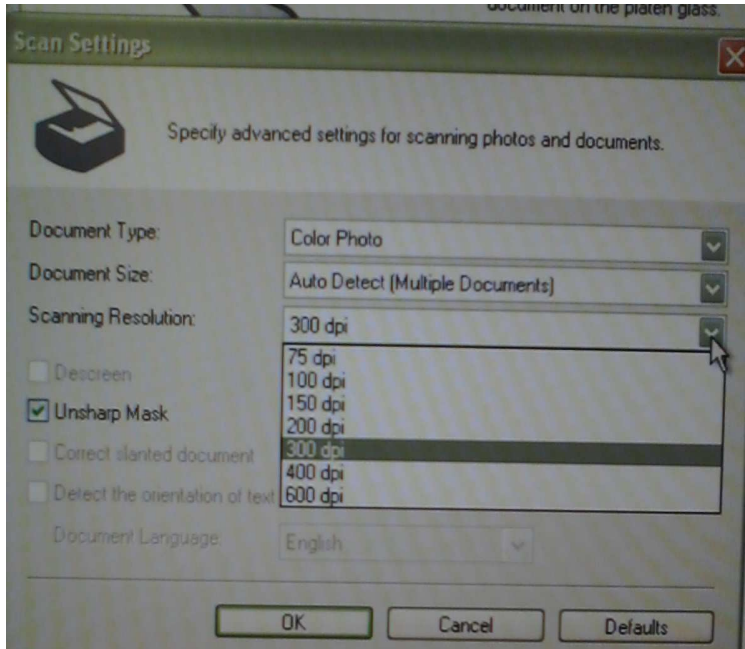

Click on The Document Type to select the type of document. For example, for a Color image, select Color Photo from the pull down menu, B&W Document for text files, etc.
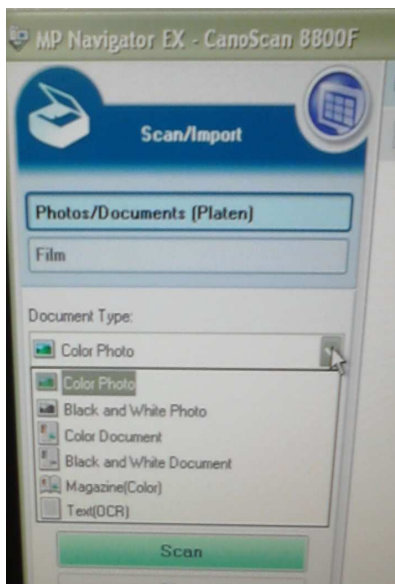

If required, change the resolution by selecting Specify.

Then select the scanning resolution desired. Most documents are scan between 300 and 600 dpi. Click OK


Click on Scan. Do not lift the scanner cover until the scan is finished. It will prompt you for the next page to scan or click to Exit (if 1 page only). Lift the scanner cover and face down the next page and click on Scan. Repeat until the last page and then click on Exit.
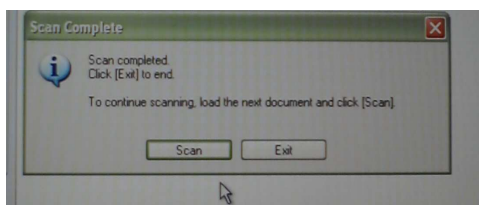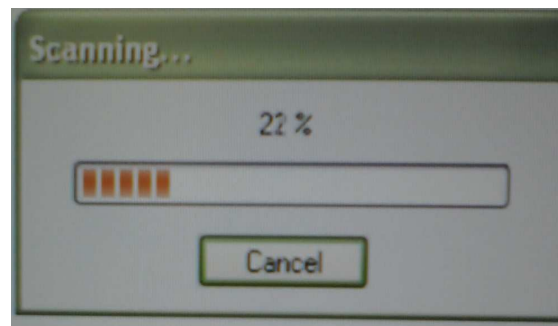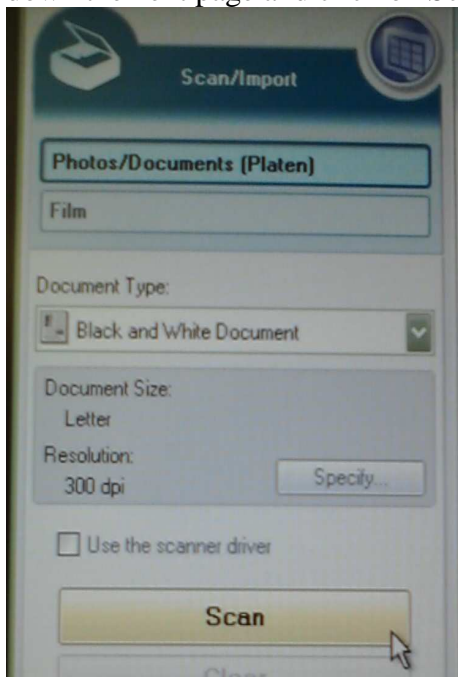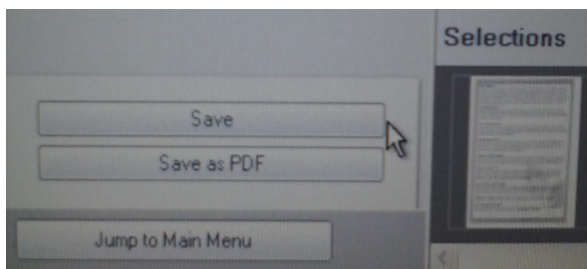
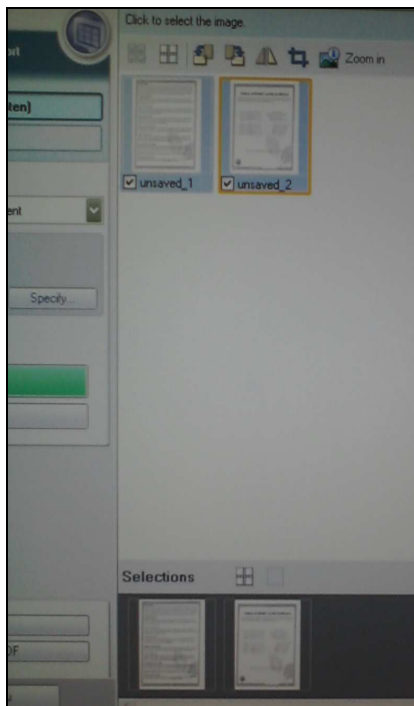At the end of the scans, the icons of your scanned images will appear at the top with a checkmark. You can view each one by double clicking on each image or use the Zoom in. icon above the pages.
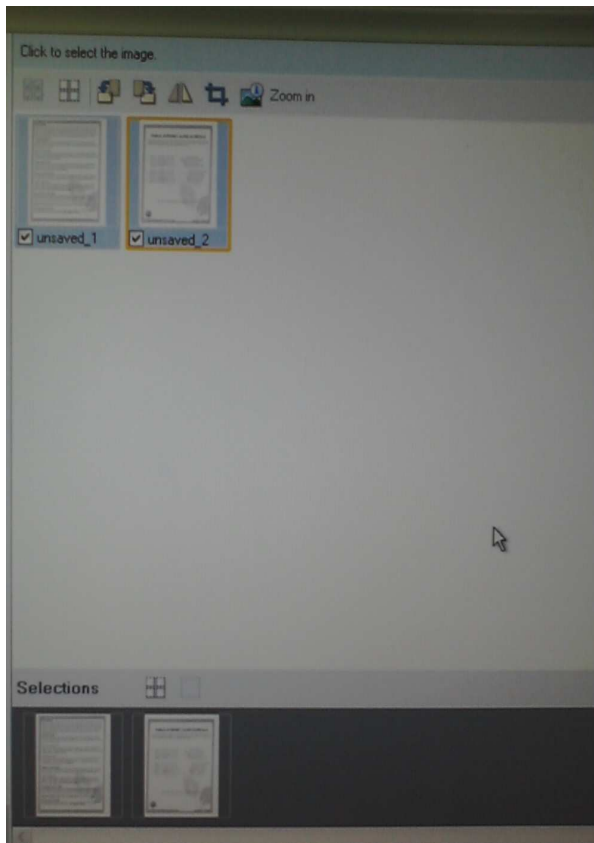
Make any adjustments such as rotating, flipping or cropping them.
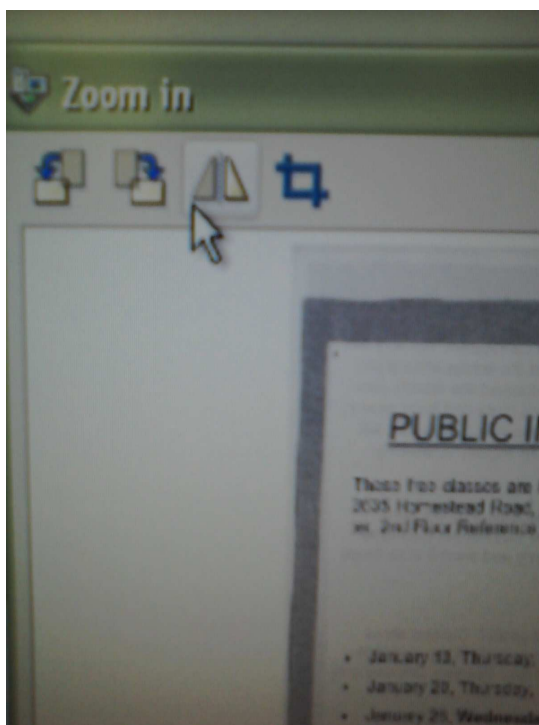
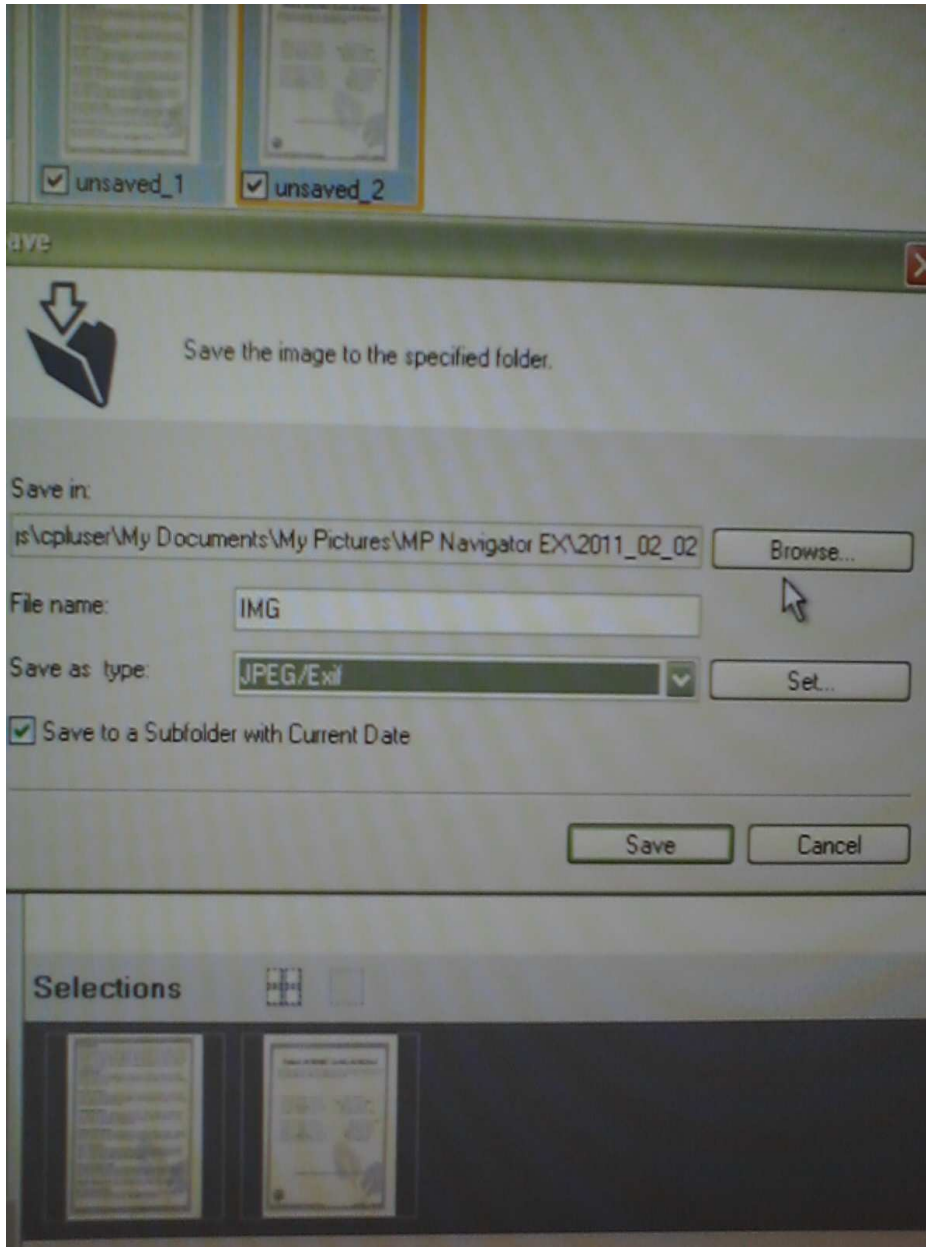Select the pages you want to save by clicking on the box below the page icon (checkmark) and click on Save.
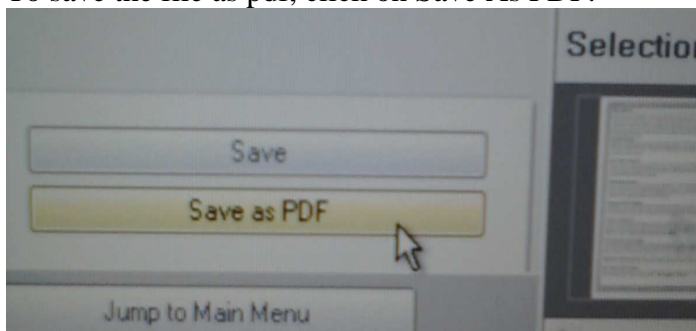

Pages with a checkmark will be saved.

Click on Browse to select the destination (floppy, usb), give the file a name, and select the file type (jpeg, tiff, bmp). Most files will be saved as jpeg. You can uncheck the box next to Save to a Subfolder with Current Date.
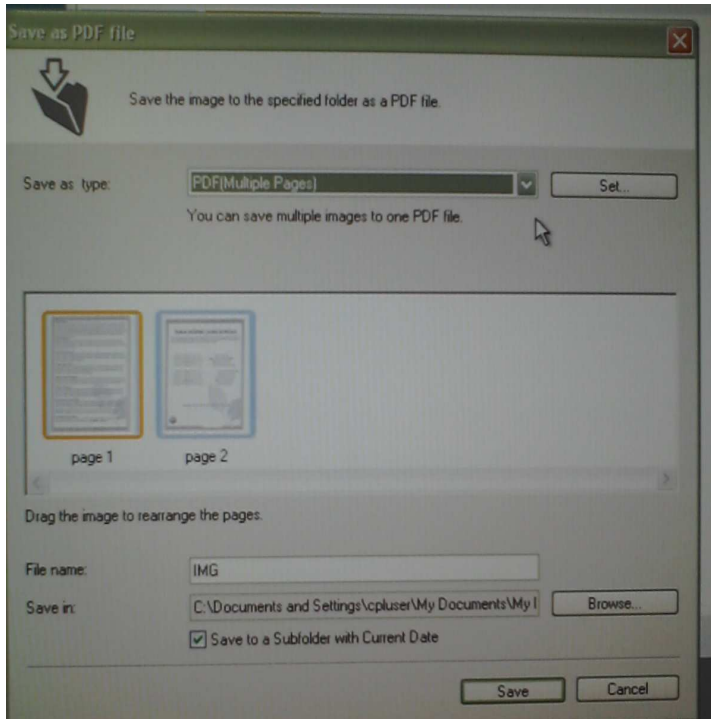

To save the file as pdf, click on Save As PDF.

Then select if you want to save multiple pages as one file, name the file and where to save it (floppy, usb). Uncheck the Save to a Subfolder with Current Date.

After the file is saved, click on Clear to delete the files from the computer
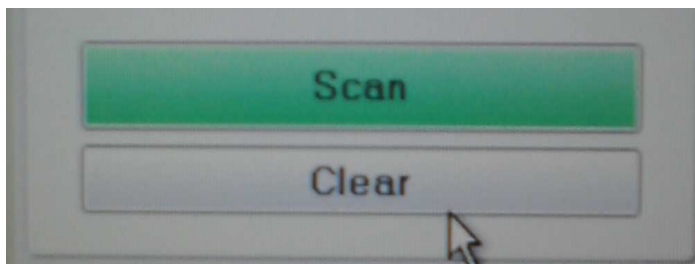
Click OK to delete the scanned files.

Close the program. Remove any documents from the scanner. Remove any usb flash drive by selecting Safely Eject USB Flash Drive from the desktop menu. Logout of the computer. You can go to an Internet computer to continue working on your scanned files.

II. Scanning Text Documents with OmniPage SE to use in MS Word

OmniPage is used to turn scanned pages into an editable text document, such as a Word document, using Optical Character Recognition (OCR). The instructions for using OmniPage are below.
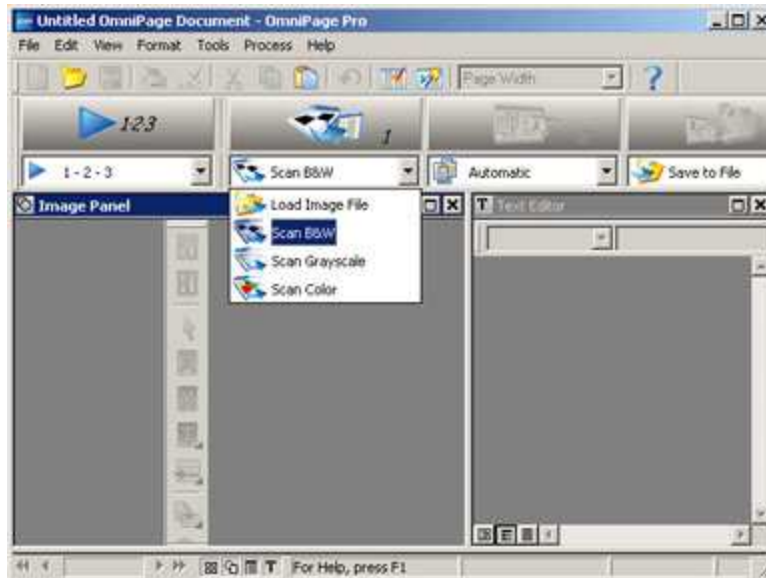
Log in to the computer using your name and Library Bar Code Number

1. Place document to be scanned face-down on the scanner and close the lid, if possible.

 Omnipage SE

2. Select the OmniPage SE menu item on the desktop.

3. Under the button labeled "1", select the type of image you would like to scan (B&W, grayscale, color) and hit Button 1 to scan.


4. After scanning the first page, you will be prompted to Add More Pages or Stop Loading Pages. If you need to scan additional pages, place the next page on the scanner and choose Add More Pages. Choose Stop Loading Pages once you have scanned your entire document.

5.	In the left column, select the pages you wish to convert to text, or press Ctrl + A in the left column to select all the pages. Under the button labeled "2", choose the type of document you scanned or simply choose Automatic (recommended), and hit Button 2 to have OmniPage recognize the text in your scanned pages. This may take a few minutes depending on the size of your document.
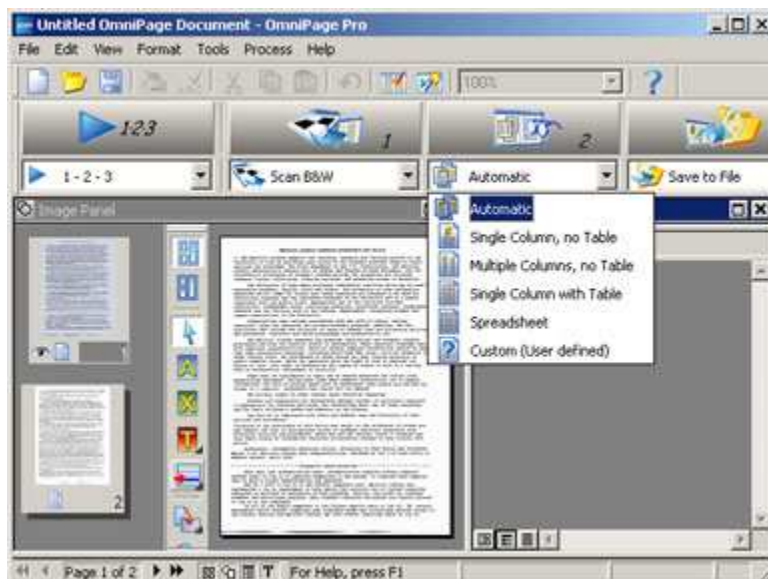
6.	OmniPage will now ask you about words it is unsure of. If OmniPage has interpreted the scanned word correctly, click Ignore. Otherwise, you can select the correct option below and click Change, or you can type the correct word yourself in the top window. When this process is complete, the text will show up in the right hand column of your screen.

To save time, you can also choose "Close" to skip the proofreading process. You can proofread your document in an Internet station using Microsoft Word and also use Microsoft spell checker.
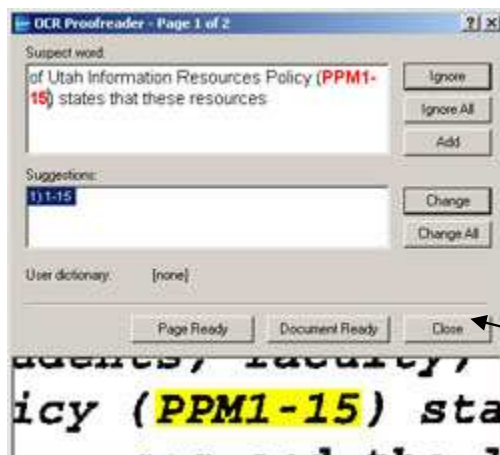
7. Click Button 3 to save your document to file. You can also print the document directly to the printer using the Library's printing process.

This will bring up a Save to File window. Select where you want to save your file **(floppy or USB drive),** type a name, and the file format you want to use. OmniPage allows you to save your document in a number of text and image formats, including Microsoft Word format and **rich text format (rtf)**.

Select **rtf** to use with any version of Microsoft Word or Works. OK to Save, close the program and logout. Go to an internet station to use Word to view and/or edit your file.